

## Required Professional Learning for ALL RCSS Employees

Please follow directions below to complete REQUIRED Professional Learning.



Please use Chrome to access.

### Previous Users

1. Click here: <https://site.gentraining.com/user-admin/login/144342r/>
2. Enter User ID: Full Board Email Address
3. Click Submit
4. Enter 5 Digit Numerical Pin You Created Last Year or click on I FORGOT PIN
5. Click Submit
6. Required Tutorials will appear, complete designated ones by *September 29, 2018*

### New Users

1. Click here: <https://site.gentraining.com/user-admin/login/144342r/>
2. Click on *I was not given a User ID, or I've forgotten it.*
3. *Enter First Name, Last Name, and RCSS Email Address.* Click *Search.*
4. Create your user id. Enter your *RCSS Email Address.* Click *Submit.*
5. Click *Submit.*
6. Enter *5-Digit Numerical PIN.* Click *Submit.*
7. Enter *Job Title:*.....Click *Submit.*
8. Required Tutorials will appear.....complete designated ones by *September 29, 2018*

### **Required Tutorials**

**Code of Ethics** – Certified & Classified  
**Creating SMART Goals** – Certified & Paraprofessionals  
**Customer Service** – Certified and Classified (under construction)  
**De-Escalation** – Certified and Classified (under construction)  
**Fraud Abuse and Corruption of Federal Fund Training** - Certified and Classified  
**General Harassment** - Certified & Classified  
**Homeless Students** - Certified & Classified  
**Mandated Reporter** - Certified & Classified  
**Suicide Prevention** – Certified & Classified

\*\*To receive PL Hours, click here <https://eo.rcss-k12.org/ifas7/emponline/> and register for 2018-2019 Required PL.\*\*

Email or call Joni Long, [longjo@boe.richmond.k12.ga.us](mailto:longjo@boe.richmond.k12.ga.us) if you need further assistance. 706-826-1117.

If prompted to enter Organization ID: 144342r